

Middlesex Community College
Job Opportunity
Director of Human Resources & Labor Relations

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457
Hours: Full time, 8:00 a.m. to 5:00 p.m.
Minimum Salary: \$76,131 approximate annual salary plus fringe benefits
Closing Date: Application materials must be postmarked no later than **July 30, 2012**

Minimum Qualifications: A Master's degree in Human Resources Management, Public Administration, Business Administration, Higher Education Administration or a closely related field to the position's specialty together with at least five (5) years of professional human resources management experience, including not less than three (3) years in a supervisory capacity required. Incumbents are required to have demonstrated professional competence in the following areas:

- The principles of human resource management;
- Public and/or higher education administration;
- Labor relations and contract administration;
- Strong information technology literacy skills; knowledge of complex software systems desired;
- A demonstrated understanding of the community college mission, philosophy, and student population.

Responsibilities: The Director of Human Resources is responsible for effective management of human resources, labor relations/contract and grievance administration, HRIS, payroll and employee benefits, recruitment, selection and employment, wage and salary administration, performance appraisal management, employee development and training. Services also encompass general human resource management including advice and counsel to the college president and other members of the college administration on such matters as allocation and organization of human resources, classification, leave of absence, reduction in force and compliance with various other regulations affecting the management of human resources including but not limited to FMLA, ADA, FLSA, FOIA, OSHA, ethics, EEO/affirmative action. The Director is expected to maintain up-to-date knowledge of policies and procedures related to all areas of human resources and contract administration, as they pertain to classified and unclassified, full time and part time, permanent and temporary employees. S/he provides information, direction and guidance in the implementation of personnel procedures and administration of applicable collective bargaining agreements, and is the primary link between college management and staff in the system office concerning human resource and labor relations matters.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions: Send letter of intent, resume, transcripts, completed Board of Regents application and the names of three references to:

Jennifer Hobby, Human Resources Associate
Human Resources & Labor Relations
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
jhobby@mxcc.commnet.edu
or fax (860) 343-5870

For more information about Middlesex Community College see our website at <http://www.mxcc.commnet.edu>

Middlesex Community College is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.